

BUILDING PERMIT PROCEDURE

A building permit is required for most improvements made to real property, including alterations and repairs to structures.

PROCEDURE

STEP 1

Submit application to the **Department of Community Development**, located at 20 East Gay Street in Harrisonburg. **Phone: (540) 564-3030**

In addition to the application, the following must be submitted for building permits:

NEW COMMERCIAL AND OTHER USES REQUIRING SITE PLANS

- approved Site Plan, and applicable receipts and documentation
- approved Land Disturbing permit
- septic system permit from State Health Department
- two (2) sets of plans signed and sealed by the engineer or architect responsible for the design
- VDOT Land Use Permit

NEW RESIDENTIAL CONSTRUCTION - Single family detached

- two (2) sets of plans
- property plot plan, showing the dimensions from property lines to proposed construction
- copy of the septic system permit, approved by the State Health Department
- VDOT Entrance Permit

ADDITIONS, ALTERATIONS, ACCESSORY BUILDING, ETC.

- two (2) sets of plans
- property plot plan showing location of proposed construction
- septic system permit for additions and detached buildings

SWIMMING POOLS

- property plot plan showing location of pool
- plans or installation instructions

The plans will be reviewed by the Plans Examiner for compliance with the applicable building codes (copies of codes can be purchased from the Division of Building Regulation). In addition, receipts and documentation will be checked to insure all other required fees have been paid and permits issued.

TIME: Depending on complexity - five (5) to twenty-four (24) days is required to review plans. When plans have been approved and permits issued, construction can begin.

STEP 2

Begin construction.

STEP 3

When all work is *completely* ready for inspection, call for all required inspections. Inspections are carried out as soon as possible, normally on the next working day that the call is placed.

STEP 4

When all work is completed, call for the final building inspection.
When all inspections are completed and approved (including agency and site inspections) a CERTIFICATE OF OCCUPANCY will be issued.